

## **GETTING THE MOST OUT OF GROUP MEETINGS**

It is in your interest to make the most of working with others, because there are many benefits. [[link](#) to The benefits of working with others info sheet]

Here are some hints and tips on how to get the most of your work with others.

### **BEFORE THE MEETING**

**Do the task(s) you have been allocated**

**Do some background reading (if necessary)**

**Decide what you want from the discussion, and any questions you may want answering**

### **DURING THE MEETING**

**Keep an open mind**

**Note down the important points and any useful information**

**Try to contribute to the discussion**

**Ask if you do not understand anything**

### **AFTER THE MEETING**

**Re-read your notes and add to them if necessary**

**Put the deadlines for your allocated tasks into your diary and do them!**